

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Chief Training Officer – Civil Emergency Services****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides staff development and training functions in the bureau. Develops, and coordinates training programs, maintains training records, and performs supervisory tasks.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Develops training programs by planning and designing the training outline, conducting research, and reviewing and evaluating training materials.
2	L	Coordinates training programs by coordinating locations and schedules, providing registration, managing tuition assistance program, maintaining contact with outside training facilities, preparing lesson plans, and organizing materials and classroom furniture.
3	S	Maintains training records by preparing files and memos, reviewing, evaluating and updating employee training records, and preparing reports.
4	S	Performs supervisory tasks by supervising new recruits, issuing assignments, and evaluating, counseling and developing personnel.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five years experience.
Certifications and Other Requirements	Department of Criminal Justice Services General Instructor, Department of Criminal Justice VCIN Instructor, American Heart Association CPR Instructor
Reading	Work requires the ability to read correspondence, training publications, federal, state, and local regulations, and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, reports, lesson plans, and training manuals.
Managerial	Managerial responsibilities include planning training courses, activities, and projects.
Budget Responsibility	Conducts research for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Office equipment
Sitting	C	Computer, desk work
Walking	R	To/from office equipment, supervision of staff
Lifting	O	Manuals, training materials, chairs, tables
Carrying	O	Manuals, training materials
Pushing/Pulling	O	Boxes, manuals, chairs, desk drawer
Reaching	F	Retrieving manuals
Handling	F	Manuals, training materials, boxes
Fine Dexterity	C	Computer keyboard, telephone keypad
Kneeling	O	Retrieving training materials and manuals
Crouching	N	
Crawling	N	
Bending	O	Retrieving training materials and manuals
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, supervision of staff
Hearing	C	Staff, supervisor, clients, telephone, radio
Talking	F	Staff, supervisor, clients, telephone, radio
Foot Controls	R	Operating radio
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, laser or inkjet printer, pager, shredder, computer, Standard Microsoft Windows and Office Software, AFIN, Internet, Visio

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)